



**DEPARTMENT OF THE ARMY  
3747<sup>th</sup> MULTIFUNCTIONAL TRAINING BRIGADE-EUROPE,  
NONCOMMISSIONED OFFICERS ACADEMY  
UNIT 28130  
APO AE 09114**

**AEUR-FS-NCOA**

**18 August 2005**

**MEMORANDUM FOR See Distribution**

**SUBJECT: Commandant's Welcome Letter**

- 1. The purpose of this memorandum is to welcome each Soldier who has been selected to and will be attending formal institutional training at the 3747<sup>th</sup> Multifunctional Training Brigade-Europe, Noncommissioned Officers Academy located on Camp Normandy, Grafenwoehr Training Area, Grafenwoehr, Germany. I personally congratulate each Soldier on your selection to attend a phase of your important professional and leader development at this fully accredited Academy. I wish you a successful experience.**
- 2. I would like to take this opportunity to address your responsibilities and conduct while at this Academy. First, it is your responsibility to ensure that you meet all the course prerequisites, bring with you a completed pre-execution checklist (PEC) signed by your commander, have copies of your orders and of your permanent profile as appropriate, and have all the required equipment and uniforms with you. As an Academy, we adhere to and enforce Army standards and professional conduct. You will be expected to adhere to these standards and to conduct yourself at all times in accordance with Army policies and regulations. Your training will be challenging and it will be rewarding too! With a positive attitude supported by dedication and motivation, you will complete your training along with your peers safely, while having a memorable experience.**
- 3. Still today I can remember the time I spent attending my NCOES training. It was time well invested: it furthered my career. Many Soldiers before you have attended and completed NCOES courses and are proud to say that they did. You will also be proud upon completing your training at this Academy, and it, too, will enhance your professional development and military careers in the Profession of Arms. I look forward to presenting to you your certificates and academic evaluation reports.**
- 4. The point of contact for this memorandum and for additional assistance or information is SSG Seegers at DSN 475 - 6097 or CIV (09641) 83 - 6097.**

**//original signed//  
RICHARD J. CLEVINGER  
CSM, U.S. ARMY RESERVE  
Commandant**

**Distribution:**